



**The City of Santa Clara
California
EMPLOYMENT OPPORTUNITY**

ASSISTANT PLANNER II # 52-08-231

Open/Promotional

**Job specification approved by the Civil Service Commission and pending approval by City Council*

MONTHLY SALARY RANGE: \$ 5867 - \$ 7120 (Longevity Pay up to \$ 7479)

QUALIFICATIONS: Applicants, at time of filing application, must possess the following qualifications:

Minimum Qualifications:

- Education equivalent to that obtained by acquiring a bachelor's degree from an accredited four year college or university with emphasis in the field of city planning, environmental studies, geography, architecture, public administration or a closely related field, **and**
- One year of municipal or closely related planning experience.

Desirable Qualifications:

- Familiarity with computer software programs commonly used by the City and by the Planning Division, such as e-mail, word processing, GIS, permit tracking, and spreadsheets is highly desirable.

Meeting the minimum qualifications does not guarantee admittance into the examination process. Only the most qualified candidates who demonstrate the best combination of qualifications in relation to the requirements and duties of the position will be invited to test.

LICENSE(S) AND OTHER REQUIREMENTS: Applicants, at time of filing application, must possess:

- Possession of an appropriate, valid California driver's license is required
- A medical examination will be required prior to appointment.
- Applicants must successfully pass a City background investigation, which may include, in the discretion of the City and/or as required by law, fingerprinting, criminal records search, credit check, DMV record check, and employment verification. Any information obtained will be used to determine eligibility for employment in accordance with the law, including but not limited to restrictions regarding employer use of arrest and/or conviction information.
- May supervise and assist in training of clerical, technical assistants, and other staff as assigned
- Must be able to perform all of the essential functions of the job assignment.

DISTINGUISHING CHARACTERISTICS OR SPECIAL CONDITIONS:

This is a professional position in the classified service. Incumbents in this class represent the City before the public on land use matters. Responsibilities include making decisions and acting independently, within general guidelines, in the role of a project planner, as well as demonstrating good diplomatic skills in dealing with the public and staff. This position differs from the Assistant Planner I position in that incumbents in this class work more independently and are responsible for more complex tasks and projects associated with land use matters. Incumbent works under immediate supervision of the City Planner or other supervisor, as assigned.

CONFLICT OF INTEREST:

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually and upon leaving office, in accordance with City Manager Directive 100.

APPLICATIONS:

An "on-line" Employment Application can be downloaded from the following website address:

http://santaclaraca.gov/hu_resources/hr_employ_app.html or obtained at the Human Resources Department, City Hall, 1500 Warburton Avenue, Santa Clara, California 95050, or at the City Fire Stations, the City Police Headquarters and Rivermark Police Substation, the Community Recreation Center, or the City Libraries.

July 22, 2008
DATE OF ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

52-08-231
RECRUITMENT NUMBER

ASSISTANT PLANNER II #52-08-231 (continued)

Applicants with disabilities who are capable of performing the job duties of the position may request reasonable accommodation to help with the application and examination process by contacting the Human Resources Department at (408) 615-2080 or, for those who are hearing impaired, call TTY (408) 984-3042. Individuals requesting accommodation for the examination must notify Human Resources at the time of application.

FINAL FILING DATE:

Incomplete applications will not be accepted. City applications must be received by the Human Resources Department, 1500 Warburton Ave., Santa Clara, CA, 95050 **no later than 5:00 p.m. Friday, August 22, 2008.** FAX number is (408) 247-5627.

EXAMINATION WEIGHT/DATE: Oral Examination - 100% Week of September 8, 2008

Candidates must attain a passing score to qualify for the Eligible List. Permanent City employees who pass the exam process will have five (5) preference points added to their final score. A department interview will be required prior to appointment.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of: Principles, methods and procedures of city planning and the city planning administration; knowledge of federal, state and local laws relating to land use regulations.

Ability to and skill in: writing and communicating concisely and effectively; preparing graphics such as those necessary for public review of land use proposals; reviewing and analyzing proposals submitted as to technical compliance and workability; operating assigned equipment; providing excellent customer service to the public, other governmental agencies, and City staff; working effectively as part of a group or team; dealing tactfully, cooperatively, and effectively with others; organizing material and data.

TYPICAL DUTIES: Specific job duties of this position may not be included in the list below, nor do the examples cover all duties which may be performed. With general supervision, assists the Principal Planner and the City Planner in the administration of subdivision and land use regulations; Assists developers in filing applications for land use review, including mapping and compiling data, General Plan, zoning, subdivision, variances, use permits, environmental review, design review, and the like; Distributes applications to agencies and individuals concerned with proposed developments; Makes field inspections, and Cooperates with property owners, project developers, public officials, and consultants in review of plans for development; Acts as project manager for selected Planning applications; Conducts architectural review, and develops special studies; Enters data into City computer software programs; May represent the City at Planning advisory committees, other committees and agencies as directed; Conducts related work as required such as developing reports and making presentations; May assist in the training and limited supervision of others in the Division.

BENEFITS:

The City participates in the California Public Employees' Retirement System (2.7% @ 55) integrated with Social Security. A summary of benefits for this position may be obtained online at

<http://santaclaraca.gov/pdf/benefitunits/BenefitInfo578.pdf> or from the Human Resources Department.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

CITY OF SANTA CLARA
HUMAN RESOURCES DEPARTMENT
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SANTA CLARA, CA 95050